

Reference Number: 275-01-DD

Title of Document: Missing Property Reporting

Date of Issue: May 27, 1987  
Effective Date: May 27, 1987  
Last Review Date: July 1, 2009 (No Revisions)  
Date of Last Revision: March 28, 2008

Applicability: Central Office and District Offices

## **PURPOSE**

This document establishes minimum procedures for reporting lost, stolen, or missing property which is under the jurisdiction of the Department of Disabilities and Special Needs. Each District Director is responsible for the implementation of these requirements in the regional office. Each Facility Administrator is responsible for the implementation of these requirements in the residential area. This system of reporting property losses will ensure that all such losses are investigated and that adequate internal controls are established to prevent recurrence. This document does not affect the immediate reporting requirements of procedural document 100-09-PD, "Critical Incidents."

## **RESPONSIBILITIES**

Any property which is determined to be missing, lost, or stolen from a residence, office, vehicle, or any section within the department should be reported, regardless of value. The "Missing Property Report" (Attachment) will be used to report the loss of state owned property, any individual's personal property, or the property of a DDSN employee from state-owned property.

It is the responsibility of each employee to report a suspected loss of any property from DDSN jurisdiction to his immediate supervisor. Failure to do so may result in disciplinary action.

The reporting employee's immediate supervisor will verify that a loss has occurred and notify the Facility Administrator, OD, or security and safety officer (here in known as "investigating officer"). The immediate supervisor will complete Section I of the Missing Property Report, then forward it on to the investigating officer for review and initiate an investigation as deemed necessary. Routine contact and requests for assistance from local law enforcement authorities will be made based upon the professional judgment of the Facility Administrator. However, contact with any outside assistance must be approved by the State Director.

After an investigation a missing property report will be completed and distributed as follows; Section II, Follow-Up and Prevention, and distribute the Missing Property Report to the Facility Administrator, DDSN internal audit, security or safety officer, and to the originating section's program administrator.

If the missing property is equipment owned by DDSN, the investigating officer will notify the regional property control office so that action can be initiated to adjust the records of the fixed asset system.

If the missing property is owned by an individual, the loss will be recorded in the individual's property record in accordance with departmental directive 604-01-PD, "Individual Clothing and Personal Property," and a copy of the Missing Property Report will be filed in the individual's record under the personal needs section.

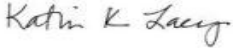
Internal audit will review the Missing Property Report and follow-up as necessary on losses which have department-wide implications.

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**Tom Waring**  
**Interim Deputy State Director**  
**(Originator)**

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**Eugene Laurent, Ph.D.**  
**Interim State Director**  
**(Approved)**

**MEMORANDUM****TO:** Regional Centers**FROM:** Kathi K. Lacy   
Associate State Director, Policy**RE:** Directive 275-01-DD**DATE:** August 12, 2009

The South Carolina Department of Disabilities and Special Needs (DDSN) recently circulated Departmental Directive 275-01-DD for comment with an effective date of July 1, 2009. Please reference the table below for the number, name and status of the directive which is now published on DDSN's website at [www.ddsn.sc.gov](http://www.ddsn.sc.gov)

Reference #	Directive Title	Status	Applicability
275-01-DD	Missing Property Reporting	No Revisions	Regional Centers